

PE TEACHING ASSISTANT JOB DESCRIPTION

LOCATION	BRITISH INTERNATIONAL SCHOOL, HANOI	
JOB PURPOSE	The primary role of a PE Teaching Assistant is to support the facilitation of learning for students, providing additional challenge or assistance as needed. This position involves collaborating closely with PE department, Director of Sports and Activities to plan and implement personalized interventions for students during PE lessons as well as coach competitive teams.	
REPORTING TO	Whole School Head of PE/ Director of Sports and Activities	
DIRECT REPORTS	Whole School Head of PE	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Class tutors ▪ Class TAs ▪ CCA Coordinator ▪ Other departments within school 	<p>External:</p> <ul style="list-style-type: none"> ▪ CCA teachers ▪ External providers ▪ Parents
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
PREPARATION AND TEACHING		
<ul style="list-style-type: none"> ▪ Completing general support tasks specific to the PE facilities and equipment such as making sure equipment is stored safely, balls are pumped up, carrying out a regular stock inventory, working with the Facilities team etc. ▪ Promote the ethos of the school, by demonstrating a positive, tolerant, and caring attitude to all children. ▪ Help showcase the PE department within the BIS community and locally within the city and surrounding areas. ▪ Enforcing the PE standards and expectations. ▪ Working with individual children or groups on tasks as directed by the teacher in both core PE and in the PE exam subjects (IG and IB). ▪ Help deliver teaching and learning initiatives as part of the PE team. ▪ Setting up for and/or clearing up after lessons. ▪ Setting up for and/or clearing away after competitive home games and training sessions. ▪ Helping to escort Primary children to and from lessons. 		

- Assist with supervision of children during lunch and play times as directed by the duty rota.
- Deliver Sporting Co - Curricular Activities each week.

WHOLE SCHOOL

- Attend staff meetings, and other school events as deemed appropriate by the Head Teacher.
- Be involved in an evaluation process and in-service training aimed at improving your performance in your role.

OTHER

- Other tasks as assigned by line manager and SLTs

PERSONAL SPECIFICATIONS

- Vietnamese only
- Pool rescuer certificate is preferred
- Competent swimmer and be able to teach all stroke techniques to a range of age groups with teacher supervision.
- Have a good knowledge of sports enabling them to assist in lessons.
- Good standard of spoken English
- Has the personality to work with and support children who have certain learning difficulties
- Can work as part of a team and shows initiative.
- Good working knowledge of MS word, Excel, Power Point and TEAMS

PERSONAL ATTRIBUTES

As a member of our team, here's what we expect:

- You love being part of a team – it's what gets you up in the morning.
- You'll run it like you own it – you take huge pride in your work and your relationships.
- You're resilient – you'll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You're humble – you'll know what you're great at and where you're not quite so strong.
- You're a listener – you'll hear what people say so you understand what's being asked.
- You're calm under pressure – you'll keep cool when the going gets tough and know when to slow down your thinking.
- Entrepreneurial – you'll always find opportunities to do things differently and better.

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), one of the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.